

Details of Practical Test

A) Components of Practical Test for 50 marks both Junior Assistant and Stenographer (Grade-III) are as under:

a)	Components	Marks	Duration of Time
i)	Computer Based spelling test	- 20 marks	10 minutes
ii)	Computer Based typing test	- 20 marks	10 minutes
iii)	Computer Based MCQ test	- 10 marks	10 minutes
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		50 marks	

Computer Based Spelling Test:

Candidates will have to correct the spelling from a given paragraph. There will be 40 incorrect words in the paragraph. Half (0.5) mark will be awarded for correcting a word.

Computer Based Typing Test for Junior Assistant:

Candidate will have to type a given paragraph containing 200 words. one tenth (0.1) mark for every correct word will be awarded.

Computer Based MCQ (Multiple Choice Questions related to Computer knowledge) Test:

There will be 20 questions for MCQ test. Half (0.5) marks will be awarded for each correct answer. There will be no negative marking.

a) For Stenographer (Grade-III), the following will be additional test for 50 marks

Sl. No	Description	Duration
	Stenography Test	
1	Speed Test in shorthand at a speed of 80 words per minute (Duration 5 minutes)(400 words) (Dictation)	
2	Time to be given to the candidates for testing the computer	3 Minutes
3	Time for transcription for the dictated portion in computer	20 Minutes

Marks for Dictation and its transcription:

Candidate will have to transcribe the dictated paragraph of 400 words on computer. 0.125 mark for every correct transcribed word will be awarded.